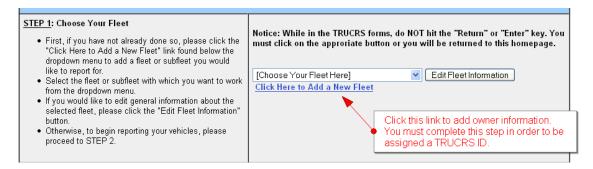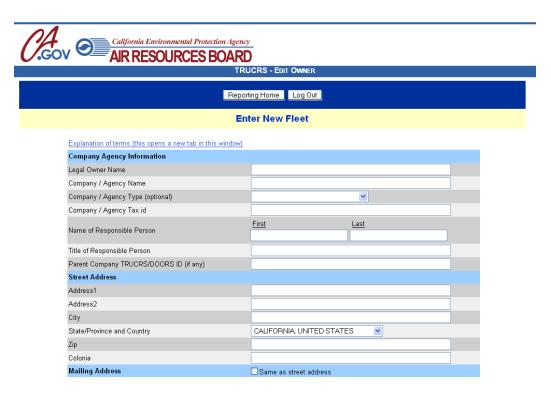A. After you have entered all of your data into and completed the Excel Reporting Spreadsheet located at http://www.arb.ca.gov/msprog/onrdiesel/reporting.htm, you are ready to begin the upload process.

B. Go to the reporting page at https://secure.arb.ca.gov/ssltrucrs/trucrs_reporting/reporting.php. Follow the instructions to request an account. Here you will create your own user name and you will be assigned a password. (If you already have a DOORS account, you can use your existing user name and password.)

C. Once you have a user name and password, log in and you will be directed to the reporting home page. Go to the link "Click Here to Add a New Fleet" to provide your owner information.
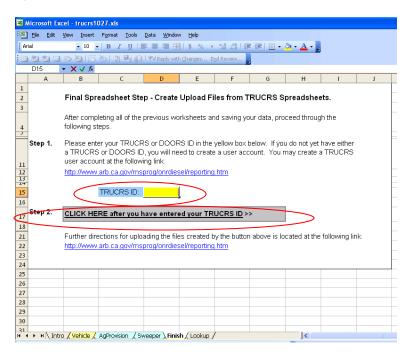

D. Complete the "Enter New Fleet" form, click "Enter Data" button at the bottom of the page, and you will receive a TRUCRS ID at the top of the page. Make a note of your TRUCRS ID and click "reporting home" at the top of the page. Leave your browser open so you can return to it to upload your reporting spreadsheet or you will need to log in again to return.
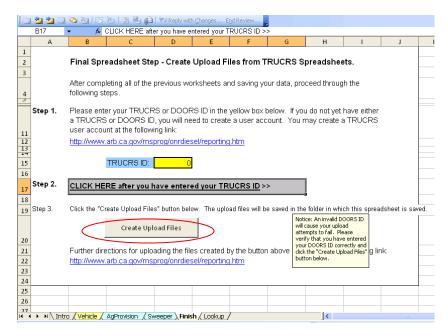
E. Once you have completed the reporting spreadsheet by entering all of your vehicle information and you saved it somewhere on your computer, go to the "Finish" tab. In Step 1, enter your TRUCRS ID in the yellow box. In Step 2, and click on the gray box labeled "CLICK HERE after you have entered your TRUCRS ID".

F. Step 3 appears with a new gray box "Create Upload Files". Click it to create data files for the vehicle information you have completed. There will be one data file for each worksheet tab you complete. The data files end with the "prn" extension and are saved in the same place on your computer that your reporting spreadsheet is saved. For example, the vehicle data file will be saved with the name 'doors_vehicle_upload.prn'. (If you need to change your vehicle information you can go through the process again to create new data files, the old files will be overwritten by the new files).

G. Now you can return to the TRUCRS website (or log in again) and complete Steps 2 and 3. Select which rule(s) you are reporting for and select "Upload Spreadsheet Files" in the dropdown. Click "Go".

STEP 2: Choose Applicable Rules

- For the selected fleet, which rule(s) are you reporting for? Please select and proceed to STEP 3.

○ Truck and Bus [More Info] | ○ Tractor-Trailer GHG [More Info] | ⦿ Both

STEP 3: Choose Reporting Action
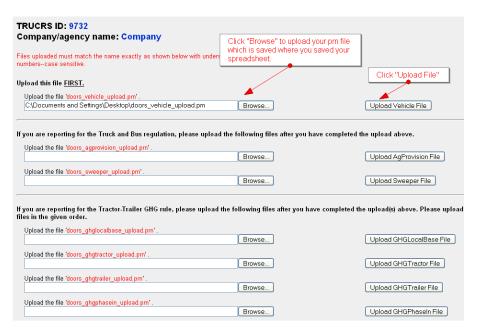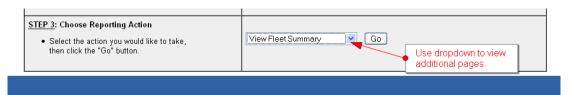
- Select the action you would like to take, then click the "Go" button.

[Upload Spreadsheet Files ▾] [Go]

Select "Upload Spreadsheet Files" in the dropdown

H. Follow the instructions on the Upload Fleet Data page. Click "Browse" to find the appropriate prn data file. Again, the prn data files are saved on your computer at the same place you saved your reporting spreadsheet. Your prn data file must match the name exactly as shown below with underscores and no additional characters or numbers--case sensitive. Then click "Upload Vehicle File". The vehicle file must be uploaded first. Continue with the additional prn data files you have created, from top to bottom.

TRUCRS ID: 9732
Company/agency name: Company

Files uploaded must match the name exactly as shown below with unders numbers--case sensitive.

Upload this file FIRST.

Upload the file 'doors_vehicle_upload.prn'.
[C:\Documents and Settings\Desktop\doors_vehicle_upload.prn] [Browse...] [Upload Vehicle File]

Click "Browse" to upload your prn file which is saved where you saved your spreadsheet.

Click "Upload File"

If you are reporting for the Truck and Bus regulation, please upload the following files after you have completed the upload above.

Upload the file 'doors_agprovision_upload.prn'.
[ ] [Browse...] [Upload AgProvision File]

Upload the file 'doors_sweeper_upload.prn'.
[ ] [Browse...] [Upload Sweeper File]

If you are reporting for the Tractor-Trailer GHG rule, please upload the following files after you have completed the upload(s) above. Please upload files in the given order.

Upload the file 'doors_ghglocalbase_upload.prn'.
[ ] [Browse...] [Upload GHGLocalBase File]

Upload the file 'doors_ghgtractor_upload.prn'.
[ ] [Browse...] [Upload GHGTractor File]

Upload the file 'doors_ghgtrailer_upload.prn'.
[ ] [Browse...] [Upload GHGTrailer File]

Upload the file 'doors_ghgphasein_upload.prn'.
[ ] [Browse...] [Upload GHGPhaseIn File]

I. When finished click on the "Reporting Home" button to return to the reporting home page where you can select other options in the pull down menu in Step 3, such as view fleet summary to see what information was uploaded.

STEP 3: Choose Reporting Action

- Select the action you would like to take, then click the "Go" button.

[View Fleet Summary ▾] [Go]

Use dropdown to view additional pages.

J. When you are finished with your account, please log out. You can return to view your account at any time with your user name and password.